SOUTH CAROLINA JOB READY U.

SOFT SKILLS CURRICULUM

Navigation Training

by Towanna Hicks

SOUTH CAROLINA JOB READY U.

SC JOBReady U. is a self-paced, 11-module assessment that will address key workplace skills that the existing and emerging workforce need to have in order to be successful in the workplace.

SOUTH CAROLINA JOB READY U.

SC JOBReady U. is an online curriculum available at NO Cost.

SC JOBReady U.

is available to the following:

- Job seekers
- Students
- Incumbent Workers

SCJRU Deliverables

1. Video Lectures
2. eBooks
3. Novel approach
4. Interactive Assessments

SCJRU COURSEWARE MODULES

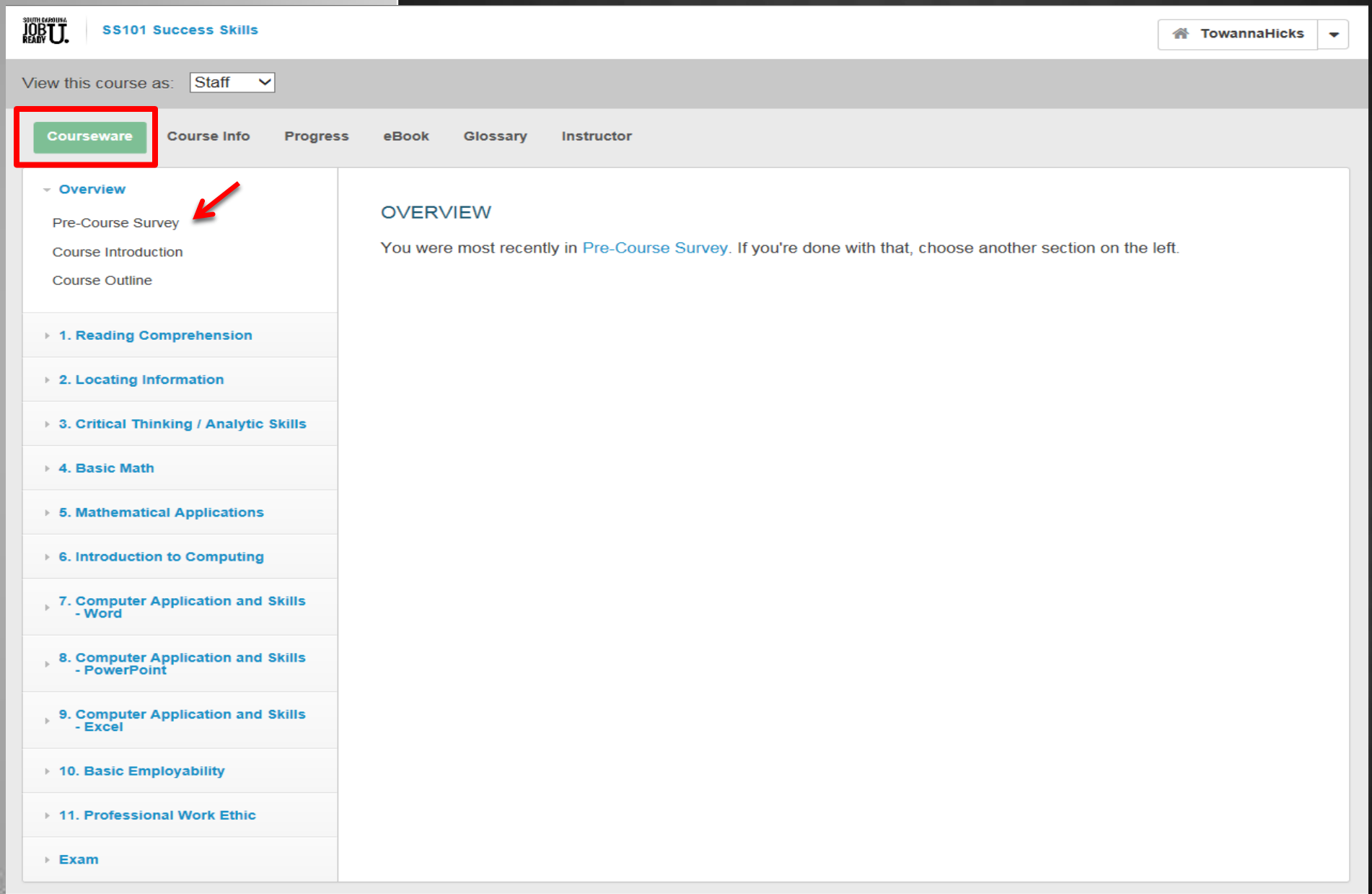
1. Reading Comprehension
2. Locating Information
3. Critical Thinking/Analytic Skills
4. Basic Math
5. Mathematical Applications
6. Introduction to Computing
7. Computer Application and Skills – Word
8. Computer Application and Skills – PowerPoint
9. Computer Application and Skills – Excel
10. **Basic Employability**
11. **Professional Work Ethic**

SOUTH CAROLINA JOB READY U.

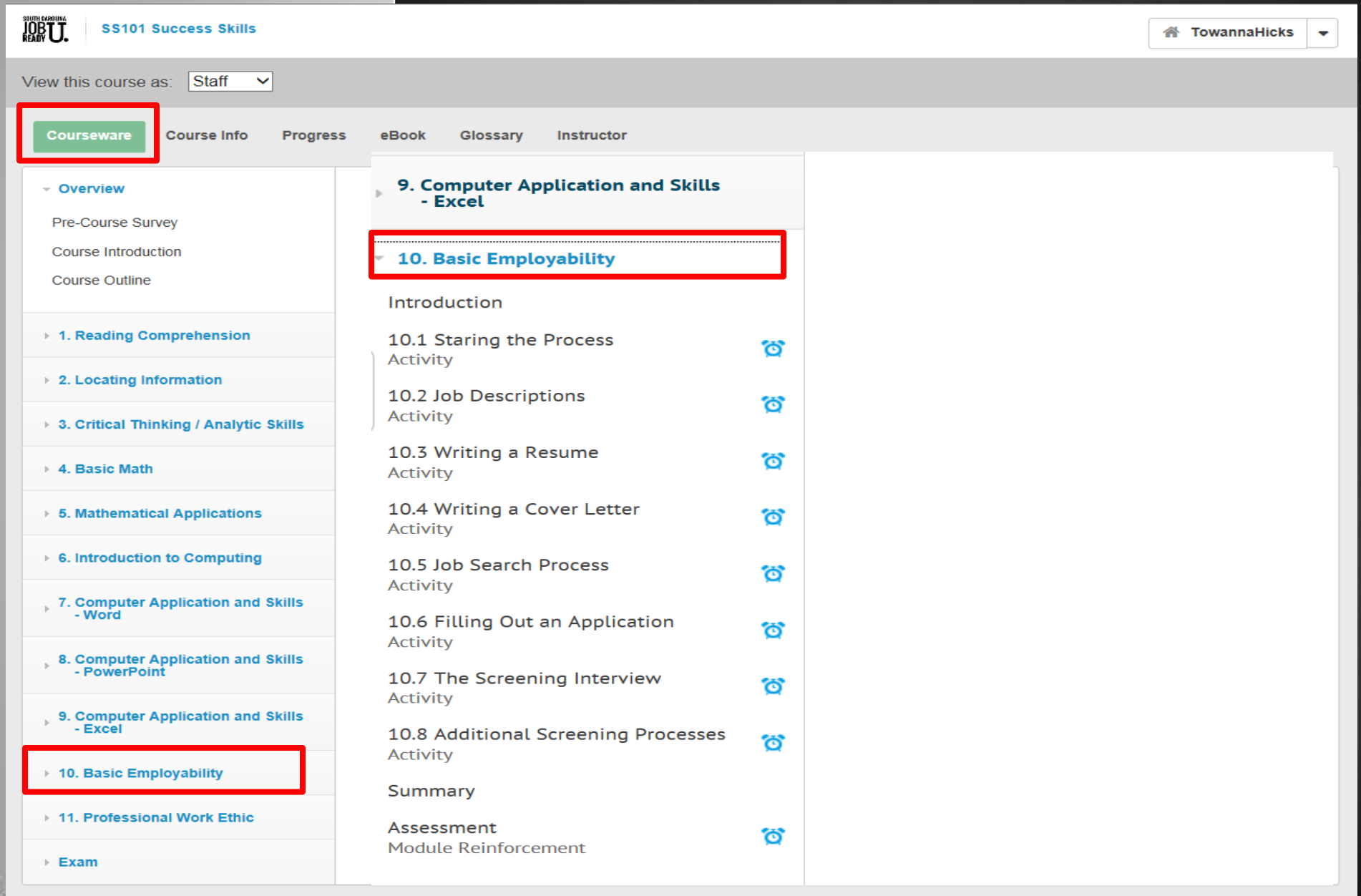
Assessment Overview

1. Courseware
2. Course Info
3. Progress
4. eBook
5. Glossary
6. Instructor

COURSEWARE OVERVIEW



COURSEWARE OVERVIEW (MODULES & GOALS)



(Introduction) Courseware Overview

- 3. Critical Thinking / Analytic Skills
- 4. Basic Math
- 5. Mathematical Applications
- 6. Introduction to Computing
- 7. Computer Application and Skills - Word
- 8. Computer Application and Skills - PowerPoint
- 9. Computer Application and Skills - Excel
- 10. Basic Employability
  - Introduction
  - 10.1 Starting the Process — Activity
  - 10.2 Job Descriptions — Activity
  - 10.3 Writing a Resume — Activity
  - 10.4 Writing a Cover Letter — Activity
  - 10.5 Job Search Process — Activity
  - 10.6 Filling Out an Application — Activity
  - 10.7 The Screening Interview

Introduction

GOAL

The goal of this module is to introduce the learner to the job search, job application, and interview processes while considering the skills necessary for professionalism and basic employability. This module will provide the learner with tips and guidelines to follow when conducting a job search to present themselves in a professional manner.

OBJECTIVES

After completing this lesson, the learner will be able to:

- Explain the key aspects of the selection process
- Identify key words from job description
- Create a targeted resume and cover letter
- Compare the different avenues for a job search
- Prepare for a screening interview
- Describe the additional screening processes

Please visit the eBook for more information.

CONNECTING TO NEW KNOWLEDGE

Courseware Overview (Lets Begin!)

- 1. Reading Comprehension
- 2. Locating Information
- 3. Critical Thinking / Analytic Skills
- 4. Basic Math
- 5. Mathematical Applications
- 6. Introduction to Computing
- 7. Computer Application and Skills - Word
- 8. Computer Application and Skills - PowerPoint
- 9. Computer Application and Skills - Excel
- 10. Basic Employability
  - Introduction
  - 10.1 Starting the Process Activity
  - 10.2 Job Descriptions Activity
  - 10.3 Writing a Resume

VIEW UNIT IN STUDIO

Starting the Process

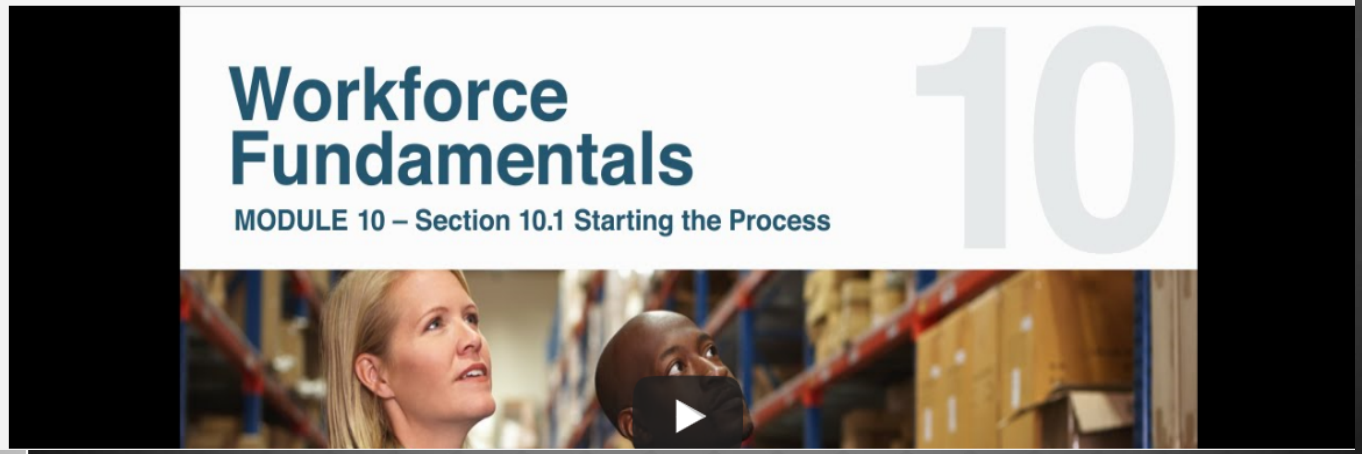
OBJECTIVES

After completing this lesson, the learner will be able to:

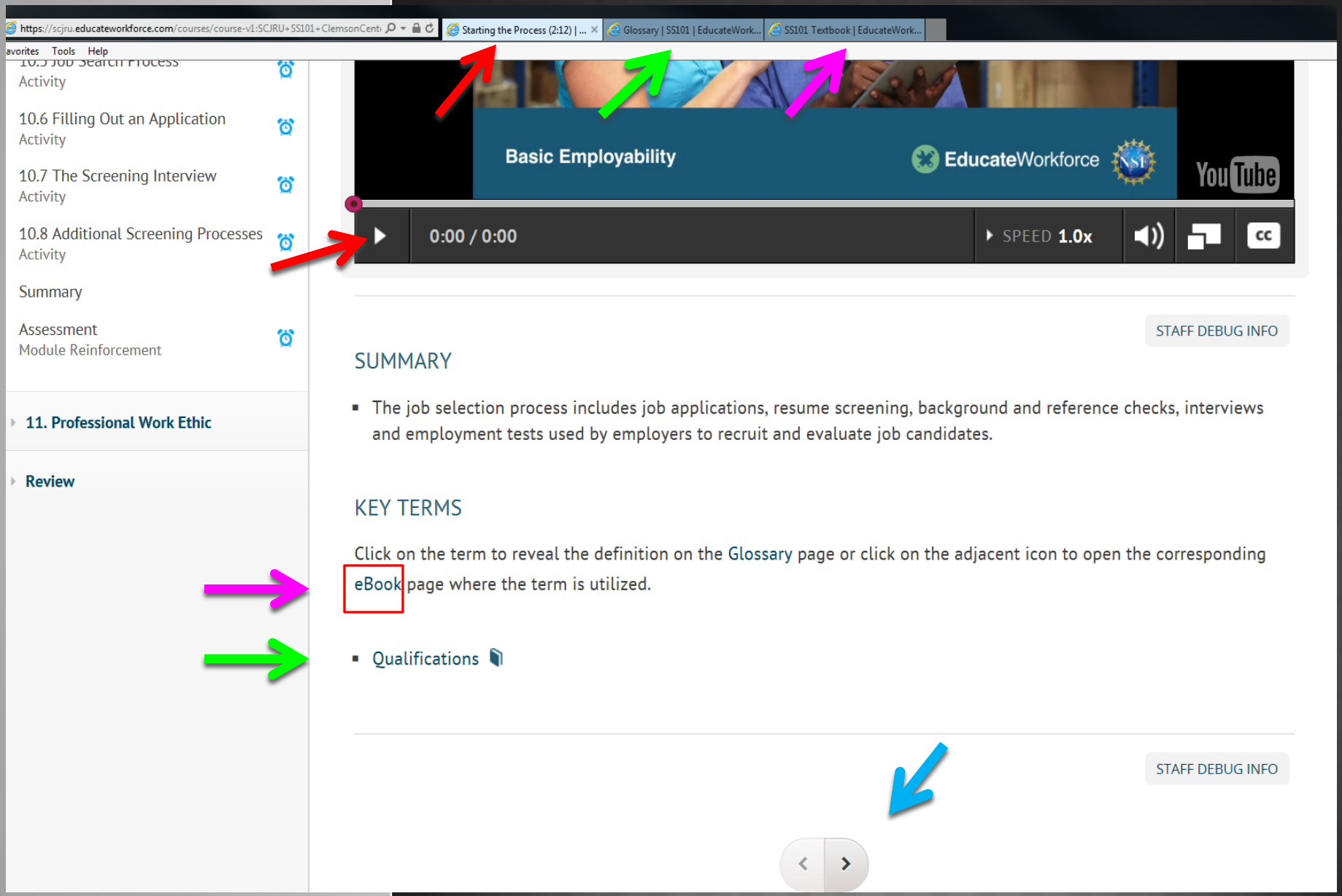
- Explain the key aspects of the selection process

Please visit the eBook for more information.

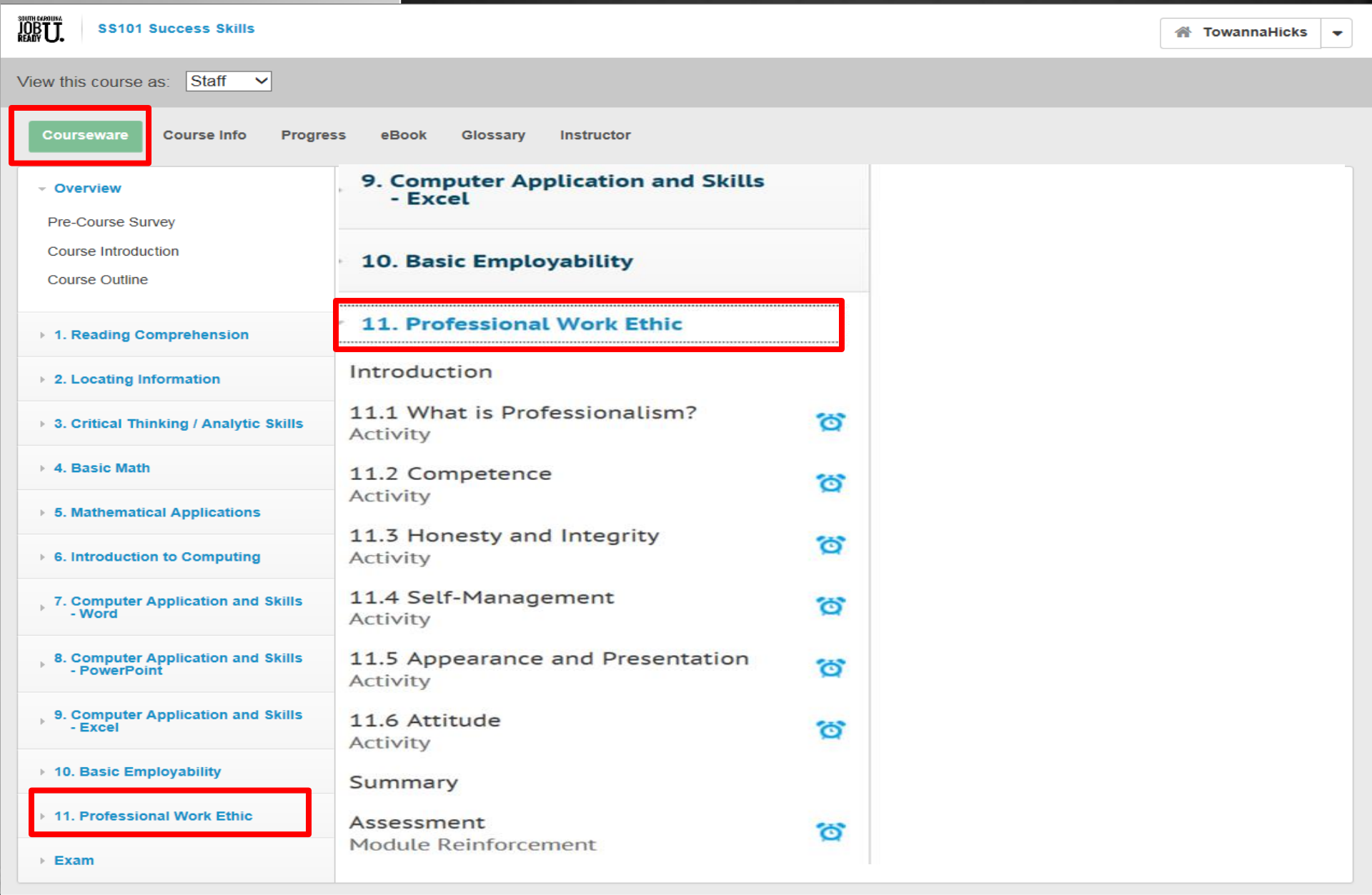
STAFF DEBUG INFO



Courseware Overview (Accessing Materials)



COURSEWARE OVERVIEW



COURSE INFORMATION

Course Information & Handouts

About The Course

This course introduces students to the skills needed to build a successful career in today's modern job market. This course emphasizes the importance of professionalism in all work environments and jobs. In addition to this, the individual modules of this course go into detail on specific skills that are needed in the workplace such as: reading comprehension, critical thinking, mathematical skills, basic computer skills, and soft skills. Being able to apply these skills to the real world will make students more employable and more successful in their jobs.

Overall, this course provides an opportunity for students to learn about professionalism and how it can affect future employment opportunities, and provides them with the knowledge needed to progress their career in manufacturing or any field.

Background

The following prerequisites are suggested but not required:

- ENG 101

Suggested Readings

A companion eBook has been developed which aligns with the video lectures, activities, and other module materials. The eBook may be viewed by clicking the following icon found within each module or the eBook link.

Course Format

- Self or Instructor Led
- eBooks
- Mini-Video Lectures
- Activities and Assessments

Course Handouts

General

None available.

COURSE PROGRESS

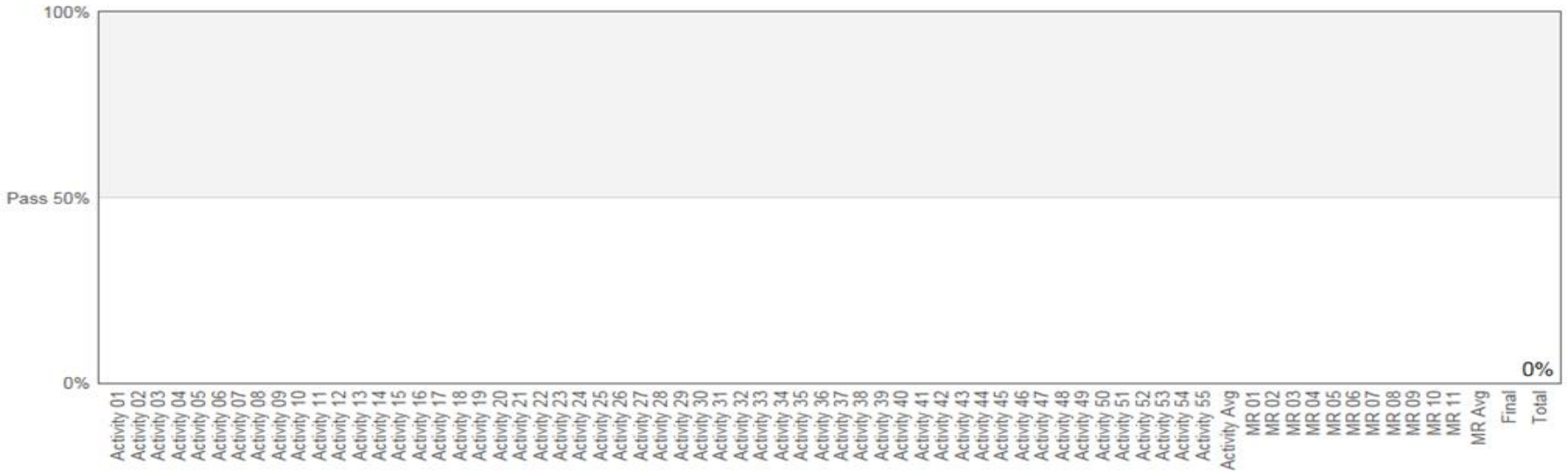
SS101 Success Skills

TowannaHicks

Courseware | Course Info | Progress | eBook | Glossary | Instructor

VIEW GRADING IN STUDIO

Course Progress for Student 'TowannaHicks' (thicks@dew.sc.gov)



Overview

Pre-Course Survey

No problem scores in this section

Course Introduction

No problem scores in this section

Course Outline

No problem scores in this section

COURSE PROGRESS

Course Outline

No problem scores in this section

1. Reading Comprehension

Introduction

No problem scores in this section

1.1 What is Reading Comprehension (0/2)

Activity

Problem Scores: 0/1 0/1

1.2 The SQ3R Model (0/5)

Activity

Problem Scores: 0/1 0/2 0/2

1.3 Strategies for Expanding Meaning (0/2)

Activity

Problem Scores: 0/2

1.4 Building Vocabulary (0/7)

Activity

Problem Scores: 0/1 0/6

Summary

No problem scores in this section

Assessment (0/15)

Module Reinforcement

Problem Scores: 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1 0/1

2. Locating Information

Introduction

No problem scores in this section

EBOOK

SS101 Success Skills

TowannaHicks

Courseware | Course Info | Progress | eBook | Glossary | Instructor

Module 1
Module 2
Module 3
Module 4
Module 5
Module 6
Module 7
Module 8
Module 9
Module 10
Module 11

Page: 1 of 22

Page Fit

CLEMSON
CENTER FOR WORKFORCE DEVELOPMENT

Reading Comprehension

OBJECTIVE

The learner will be able to:

- Define reading comprehension
- Explain the factors that influence comprehension
- List the steps involved in comprehending information
- Apply the SQ3R model to increase reading comprehension
- Use context clues to help define unknown terms
- Build vocabulary using root words, prefixes and suffixes

ORIENTING QUESTIONS

- ✓ What is reading comprehension?
- ✓ Why is reading comprehension an important employability skill?
- ✓ How can I improve my level of comprehension?
- ✓ How can I build my vocabulary?

INTRODUCTION

Reading is one of the most fundamental skills an individual can acquire. It is essential for your schooling and training, for your career and for your ability to lead a productive life in general. In any learning environment, you will have to read – whether it is textbooks for your courses or training material supplied by an employer. An employee's ability to read is expected on the

EBOOK

Courseware | Course Info | Progress | eBook | Glossary | Instructor

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11. Professional Work Ethic

Help

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Reading Comprehension

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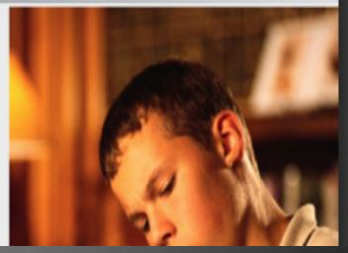
Reading is one of the most fundamental skills an individual can acquire. It is essential for your schooling and training, your career and your ability to lead a productive life. In any learning environment, you will have to read – whether it is textbooks for your courses or training material supplied by an employer. An employee's ability to read is expected on the job, and inability to comprehend what you read will limit career advancement



EBOOK

SS101 Success Skills

TowannaHicks

Courseware | Course Info | Progress | eBook | Glossary | Instructor

- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11

Page: 1 of 24 | Page Fit

Basic Employability

OBJECTIVES

The learner will be able to:

- Explain the key aspects of the selection process
- Identify key words from a job description
- Create a targeted resume and cover letter
- Compare the different avenues for a job search
- Prepare for a screening interview
- Describe the additional screening processes

ORIENTING QUESTIONS

- ✓ What is the selection process?
- ✓ What is the purpose of a job description?
- ✓ Where should I search for jobs?
- ✓ How should I prepare for an interview?
- ✓ What is a background check?

INTRODUCTION

Anyone who has ever searched for a job is well aware that it can be a daunting, time-consuming task. While many have a general idea of how the process works, most do not fully understand the intricacies. As a result, a job search typically begins with many unanswered questions. Where to look? What information to include or exclude from the application? Who to use as a reference? This module introduces the hiring process and basic employability. It covers the application process and the screening methods employers use to evaluate job candidates, the basic guidelines for writing a resume and cover letter, the different domains available for job seekers and how to prepare for an employment interview. In short, this module better equips job seekers in finding and securing the positions for which they apply.

EBOOK

SS101 Success Skills

TowannaHicks

Courseware | Course Info | Progress | eBook | Glossary | Instructor

- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11

Page: 1 of 20 | Page Fit

CLEMSON
CENTER FOR WORKFORCE DEVELOPMENT

Professionalism and Work Ethic

OBJECTIVE

The learner will be able to:

- Define professionalism and identify the characteristics that contribute to professionalism
- Distinguish among the three types of competencies
- Explain the role integrity plays in developing your professionalism
- Define personal management and list the skills for effective personal management
- Apply Covey's 4 quadrants (importance-urgency matrix) to prioritize task
- Summarize why appearance and presentation is an important characteristic of professionalism
- Distinguish between self-confidence and positive attitude

ORIENTING QUESTIONS

- ✓ Why is professionalism important?
- ✓ What are some of the coming to age ethics?
- ✓ How different is professionalism from attitude and teamwork?

INTRODUCTION

In today's competitive workplace, professionalism is one of the key characteristics that can help you stand out. Professionalism describes your effectiveness, your attitude and the way you interact in the workplace. Acting as a professional will help your earn the trust of

SCJRU GLOSSARY

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KEY TERMS

Listed below are the key terms used for this section.

Applicant tracking system (ATS)
Online recruiting and selection application that allow applicants to build a profile and apply for multiple positions; simplifies the applicant reviewing process for recruiters by narrowing the list of candidates down to the most qualified applicant.

Background check
An additional screening process used by employers to learn more about a candidate by checking information such as education, past employment, criminal and driving record, credit history, previous addresses, pending judgments and history of workers' compensation claims.

Cover letter
A document sent with a resume that introduces the applicant to the organization and explains why he or she is a good candidate for a position.

Equal employment Opportunity commission (EEOC)
A federal agency that enforces employment discrimination laws.

Job description
A tool used by employers which describes the duties and responsibilities of the position and the knowledge, skills and education required to perform the job.

Pay grade
Defines the compensation an employee in a particular position will receive.

Qualifications

SS101 Success Skills

TowannaHic

Courseware | Course Info | Progress | eBook | Glossary | Instructor

Instructor Dashboard

VIEW COURSE IN STUDIO

To gain insights into student enrollment and participation visit EducateWorkforce Insights, our new course analytics product.

COURSE INFO | RESOURCES | MEMBERSHIP | STUDENT ADMIN | ANALYTICS

ENROLLMENT INFORMATION

Number of enrollees (instructors, staff members, and students) by track

Verified	0
Audit	0
Honor	17
Professional	0
Total	**17**

BASIC COURSE INFORMATION

SCJRU GLOSSARY

1. Reading Comprehension
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ENROLLMENT INFORMATION

Number of enrollees (instructors, staff members, and students) by track

Verified	0
Audit	0
Honor	17
Professional	0
Total	**17**

BASIC COURSE INFORMATION

INSTRUCTOR

Instructor Dashboard

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HANDOUTS

This area contains additional resources for the course. The links below are downloadable PDFs for instructor use.

Student Materials

- Open edX Learner's Guide (Dogwood)

Instructor Materials

- Building and running an Open edX course (Dogwood)

INSTRUCTOR

Instructor Dashboard

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COURSE INFO | RESOURCES | MEMBERSHIP | STUDENT ADMIN | ANALYTICS

BATCH ENROLLMENT

Enter email addresses and/or usernames separated by new lines or commas. You will not get notification for emails that bounce, so please double-check spelling.

Email Addresses/Usernames

☑ **Auto Enroll**

☑ **Notify users by email**

Enroll | Unenroll

INSTRUCTOR

To gain insights into student enrollment and participation visit EducateWorkforce Insights, our new course analytics product.

COURSE INFO | RESOURCES | MEMBERSHIP | STUDENT ADMIN | ANALYTICS

STUDENT GRADEBOOK

Click here to view the gradebook for enrolled students. This feature is only visible to courses with a small number of total enrolled students.

View Gradebook - Pre-computed grades available for Mar 10, 2017 at 16:59 EST

Recomputation of course grades will occur daily at the following times: 11:30:00 PM (EST)

STUDENT-SPECIFIC GRADE INSPECTION

Specify the EducateWorkforce email address or username of a student here: Student Email or Username

Click this link to view the student's progress page: Student Progress Page

STUDENT-SPECIFIC GRADE ADJUSTMENT

INSTRUCTOR

... continue Student Adm

STUDENT-SPECIFIC GRADE ADJUSTMENT

Specify the EducateWorkforce email address or username of a student here: Student Email or Username

Specify a problem in the course here with its complete location: Problem location

You must provide the complete location of the problem. In the Staff Debug viewer, the location looks like this:

`i4x://edX/Open_DemoX/problem/78c98390884243b89f6023745231c525`

Next, select an action to perform for the given user and problem:

Reset Student Attempts | Rescore Student Submission

You may also delete the entire state of a student for the specified problem: Delete Student State for Problem

Rescoring runs in the background, and status for active tasks will appear in the 'Pending Instructor Tasks' table. To see status for all tasks submitted for this problem and student, click on this button:

Show Background Task History for Student

... continue Student Admin

INSTRUCTOR

Show Background Task History for Student

COURSE-SPECIFIC GRADE ADJUSTMENT

Specify a problem in the course here with its complete location: Problem location

You must provide the complete location of the problem. In the Staff Debug viewer, the location looks like this:

`i4x://edX/Open_DemoX/problem/78c98390884243b89f6023745231c525`

Then select an action: Reset ALL students' attempts | Rescore ALL students' problem submissions

The above actions run in the background, and status for active tasks will appear in a table on the Course Info tab. To see status for all tasks submitted for this problem, click on this button:

Show Background Task History for Problem

PENDING INSTRUCTOR TASKS

No tasks currently running.

ANALYTICS

COURSE INFO | RESOURCES | MEMBERSHIP | STUDENT ADMIN | ANALYTICS

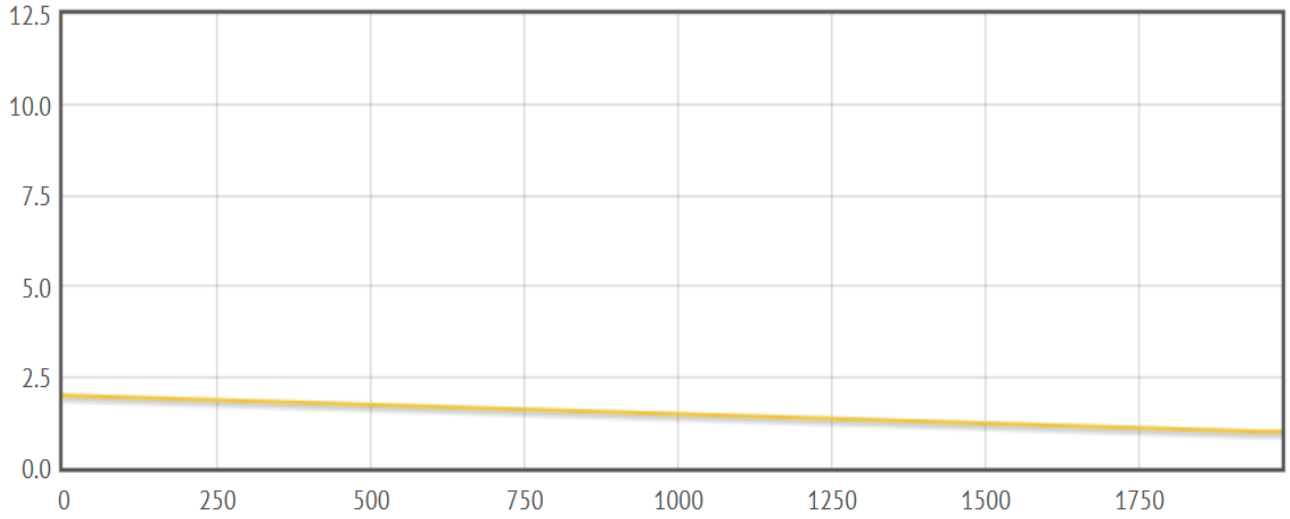
SCORE DISTRIBUTION

The chart below displays the score distribution for each standard problem in your class, specified by the problem's url name. Scores are shown without weighting applied, so if your problem contains 2 questions, it will display as having a total of 2 points.

Problem: Loading problem list...

Error fetching grade distributions.

YEAR OF BIRTH



ANALYTICS

GENDER DISTRIBUTION

Gender	Count
No Data	5
Male	5
Do not wish to disclose	1
Female	6

ANALYTICS

LEVEL OF EDUCATION

Level of Education	Count
Elementary/primary school	0
None	1
Bachelor's degree	2
Secondary/high school	0
Master's or professional degree	1
No Data	11
Doctorate	2
Junior secondary/junior high/middle school	0
Other	0

SCJRU. MODIFICATIONS

- Certificates are available upon module completion.
  - UPGRADE-End of September- the option to use badges to display on the certificate and show a detailed record of what was completed.
- A new list of vocabulary terms has been submitted into the system.
- There are now multiple attempts for completing the final exams.
- Randomizations of exam questions are now available for all modules.
- The curriculum has been professionally edited and revised.

SOUTH CAROLINA JOB READY U.

SOME FAQS

- SCJRU curriculum shows time-date stamp.
- SCJRU can be used at any location.
- To navigate the curriculum middle level and above skills are required (otherwise Instructor led).
- User can start/finish in the module.
- Users can skip from module to module.
- Although English 101 is suggested, it is NOT a requirement.
- SC Libraries can offer SCJRU.
- SCJRU link can be added to websites of local and state partners.
- The curriculum is web based and can be accessed from any computer that has internet.

SOUTH CAROLINA JOB READY U.

Certificate of Completion

MOnique

Having satisfactory completed a program in

EducateWorkforce

is awarded this certificate of completion in

Navigating EducateWorkforce

Date: July 27, 2017

Authenticity Verification

SOUTH CAROLINA JOB READY U.

Creating a SCJRU Account

HTTPS://SCJRU.EDUCATEWORKFORCE.COM/

SC JOB READYU. WEB PAGE

HTTPS://DEW.SC.GOV/TOOLS-RESOURCES/SKILL-TRAINING-INITIATIVES/JOB-READY-U

TECH SUPPORT

STEPHEN COTTON
SMCOTTO@CLEMSON.EDU
ZACH TRABOOKIS
ZTRABOO@CLEMSON.EDU

INTERESTED IN SC JOB READYU.

CONTACT: **TOWANNA HICKS**
THICKS@DEW.SC.GOV OR 803.318.3512